

महालेखाकार (ले व ह) का कायाँलय, केरल, तिरुवनंतपुरम
OFFICE OF THE ACCOUNTANT GENERAL(A&E) KERALA
THIRUVANANTHAPURAM

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No.Sty/25/Govt.A/cs(AAD)/2025-26/

Dated 26-06-2025

NOTICE INVITING QUOTATIONS

Sealed quotations are invited from well-established **printing presses located within Thiruvananthapuram City limits** for the execution of the typing work of Malayalam version of Finance Accounts, Appropriation Accounts and Accounts at a Glance and the printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance for the year 2024-25 (both English and Malayalam versions with QR code).

SI No	Item	Particulars
1.	Brief description of work	i) Typing work of Malayalam version of Finance Accounts, Appropriation Accounts and Accounts at a Glance for the year 2024-25 (Malayalam page typing and layout with error free print ready hard copy and soft copy). ii) Printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance for the year 2024-25 (both English and Malayalam versions with QR code) as per Annexure attached with the quotation notice.
2.	Mode of submission of sealed quotations	The quotations should be sent to ' Senior Accounts Officer (General), Office of the Accountant General(A&E) Kerala, Thiruvananthapuram ' or dropped in the box

		kept for this purpose in the General Section of this office.
3.	Last Date of receipt/submission of sealed quotations	03.07.2025 at 05:00 PM
4.	Date of opening of quotations	04.07.2025 at 11:00 AM

SCOPE OF WORK:

The scope of work includes typing work of Malayalam version of Finance Accounts (Vol.I & II), Appropriation Accounts and Accounts at a Glance and printing work of both English and Malayalam versions of Finance Accounts, Appropriation Accounts and Accounts at a Glance for the year 2024-25 as detailed below (Sample copy of previous years accounts is available with AAD Section/Stationery Section, Office of the AG(A&E), Kerala, Thiruvananthapuram):

A. Typing work in Malayalam (Approx. 1,550 pages).

1. The work involves typing, page layout and supply of draft error free soft copy/print ready hard and soft copies of Malayalam version of Finance Accounts (Vol.I & II), Appropriation Accounts and Accounts at a Glance for the year 2024-25 consisting of approximately 1,550 pages.
2. The draft materials for typing will be provided to the vendor from 10-07-2025 onwards in page wise/chapter wise/or as and when the draft material is ready in this office and the vendor has to provide the error free print ready hard and softcopies of the above documents within 5 days from the supply of final draft material for typing.

B. Printing Work (Both English and Malayalam versions)

1. The work involves printing of both English and Malayalam versions (with QR Code) of Finance Accounts, Appropriation Accounts and Accounts at a Glance for the year 2024-25.
2. The order for printing the above items will be made available at any time between 01-09-2025 and 30-04-2026.

3. The printed copies of the books (both Malayalam and English) complete in all respect should be handed over to this office within 8 days from the date of issue of work order along with printing material in soft copy.

TIMELINE:

1. The vendor must provide the error free print ready hard and softcopies of the documents **within 5 days from the supply of final draft material** for typing.
2. The printed copies of the books (both Malayalam and English) complete in all respect should be handed over to this **office within 8 days from the date of issue of work order** along with printing material in soft copy.

GENERAL TERMS AND CONDITIONS:

1. Rate for typing work in Malayalam (Rate per page/cover page for typing/page layout work) should invariably be noted in the quotation.
2. Any mistake or changes in printed document, after the approval of proof by competent authorities of this office, shall be rectified by the printers at their own risk and cost.
3. The firm shall be responsible for the neat execution of the work without any changes in the format.
4. Before the final printing, the draft version along with the total number of printable pages should be intimated and approved by the authorities concerned of this office.
5. Quality of the paper and printing shall not be compromised under any circumstances.
6. The rates quoted should be all inclusive (tax, transportation charges etc.) for delivery at office premises.
7. Rates for additional pages, if any, shall also be quoted.
8. After the issue of the work order, no additional charges will be payable on any account.
9. No advance payment will be paid on any account.
10. The vendor should deliver the copies of the printed reports (both Malayalam and English) at 1st floor of the Rear Building of this office without any extra charges.
11. Payment will be made only after delivering the required number of copies as per the exact specification made by this office.

12. Payments shall be made by this office on obtaining original bills along with a certificate from the section concerned stating the receipt of document as per the quality, quantity and standards set forth.
13. Deficiencies in quality or timeliness will be viewed very seriously, and penalty will be imposed by this office on the agency.
14. Being privileged documents, the contents of all the documents should be kept confidential and an undertaking on appropriate value of stamp paper duly attested by Oath Commissioner/Notary Public will have to be executed by the successful bidder regarding the confidentiality of the material.

INSTRUCTIONS TO TENDERERS

1. The sealed covers addressed to the '**Senior Accounts Officer (General), Office of the Accountant General (A&E), Kerala, Thiruvananthapuram – 695001**' should reach this office on or before **5.00 PM on 03.07.2025**.
2. If the cover containing quotations is intended to be handed over directly, the same may be dropped in the box kept for this purpose in the General Section of this office.
3. The cover containing quotations shall be marked "**Quotation for Typing in Malayalam /Printing of Finance Accounts, Appropriation Accounts and Accounts at a Glance 2024-25**" (both English and Malayalam versions).
4. The quotations will be opened on **04.07.2025 at 11.00AM** at the chamber of the Deputy Accountant General (Admin).

The Deputy Accountant General (Admin) reserves the full powers to reject any or all the quotations received without assigning any reason and his decision in this regard will be final.

Rajinikanth
26/06/2025

SENIOR ACCOUNTS OFFICER/GENERAL

To,

1. Notice Board.

✓ 2. Office Website

ANNEXURE

Specifications required - PRINTING

* per page /cover page printing rate to be specified in the quotation

Number of pages for all the documents mentioned below are subject to change, as the exact number of pages for each document can be assess only at the printing stage.

Sl. No	Particulars	Finance Accounts Volume I	Finance Accounts Volume II	Appropriation Accounts	Accounts at a Glance
1	Number of copies required	English-90 pages(Approx.)+ cover, 90 copies* & Malayalam-90 pages (approx) +cover-35 copies *	English- 600 pages (approx)+ cover-90 copies* & Malayalam 700 pages(approx)+ cover -35 copies*	English-645 pages (approx)+cover-75 copies* & Malayalam-730 pages(approx) +cover- 35 copies *	English-60 pages (approx)+cover-50 copies * & Malayalam-60 pages (approx)+cover-25 copies*
2	Quality of printing (whether multi-colour or Black & White only)	Inner pages single colour Printing (Black) Cover Multi colour, mat finished and laminated	Inner pages single colour Printing (Black) Cover Multi colour, mat finished and laminated	Inner pages single colour Printing (Black) Cover Multi colour, mat finished and laminated	Inner pages Multi COLOUR PRINTING Cover Multi colour, mat finished and laminated
3	Paper size, colour, quality of paper (in GSM)	A4,Best quality,80GSM, Maplitho	A4,Best quality,80GSM, Maplitho	A4,Best quality,80GSM, Maplitho	A4,Best quality,130GSM, Art paper
4	Cover quality of paper (GSM) and colour	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated	Multi colour 300 GSM Art card – mat finish, laminated
5	Specification for binding the registers	Sewing with perfect binding	Sewing with perfect binding	Sewing with perfect binding	Sewing with perfect binding

6	Approximate time allotted to the presses for printing of books after supply of printing materials	Within 8 days from the date of issue of work order	-do-	-do-	Within 6 days from the date of issue of the work order.
7	Apart from the above, soft copies in PDF (Text based/OCR based) is also to be prepared and supplied to this office. The maximum size of each PDF file should not be more than 80 MB.				

Note:

1. Rate of printing (showing separately the rate per page/cover page for each item of work) should invariably be noted in the quotation.
2. Out of the number of books mentioned above (English & Malayalam), 5 books (1 for reserve to replace if any book found damage) each of Appropriation Accounts, Finance Accounts (Vol I) and Finance Accounts (Vol II) should be bounded with rexin (with unsigned page for the signature of CAG). Title and emblems are to be screen printed. Emblems and text to be screen printed in rexin and calico bounded books. *Page meant for signature of CAG in 5 copies each of Finance Accounts volume vol. I, II and Appropriation Accounts may be printed without signature of CAG ie. space for signature of CAG to be left blank in the rexin bounded copies, remaining copies with facsimile signature of CAG.* Printed copies of the books, complete in all respect should be handed over to this office within 8 days from the date of issue of the work order along with printed material in soft copy, for all the four books.
3. Materials for printing Accounts at a Glance for the year 2024-25 will be provided later and printing and binding of the same should be completed and handed over to this office within 6 days from the supply of materials for printing. Special binding not required for Accounts at a Glance.
4. *As the items are privileged documents, confidentiality should be maintained at all the stages of typing, printing, binding, etc. and thereafter.*
5. *Copyright of CAG should be ensured.*
6. *Final number of Pages of all the above may vary.*

7. The soft copy of the final printed versions in book form should be provided to this office after printing is over.
8. Cover of all the four documents mentioned above are in multicolor printing, mat finished and laminated.
9. QR code (provided by this office) should be printed on the back cover of all the printed books except Malayalam versions.
10. *Work execution Period:* The draft materials for typing will be provided to the vendor from 10-07-2025 onwards in page wise/chapter wise/or as and when the draft material is ready in this office and the vendor have to provide the error free print ready hard/soft copies of the above document within 5 days from the supply of final draft material for typing. The orders for printing & binding will be given at any time between 01-09-2025 and 30-04-2026. Work execution period may prepone /postpone subject to vetting/approval of the accounts by Headquarters office.



SENIOR ACCOUNTS OFFICER(General)